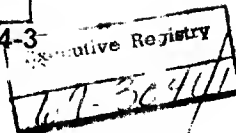


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ADM-10.5



29 JUN 1967

MEMORANDUM FOR : Deputy Director for Intelligence
Deputy Director for Science & Technology

SUBJECT : Revision of Attachments to Memorandum
of 21 June 1967, "Reallocation of the
Functions of the Collection Guidance Staff"

As a result of several factors which have developed subsequent to the issuance of the referent memorandum, Attachments A and B thereto have been revised. Please substitute in their place the revised Attachments.



Rufus Taylor
Vice Admiral, U.S. Navy
Deputy Director

25X1A

Attachments:

- A. Mission and Functions of IRS (Revised)
- B. Terms of Reference for IRAG (Revised)

cc: Executive Director
D/DCI/NIPE
Special Assistant to the Director (Mr. Sheldon)
Deputy Director for Plans
Deputy Director for Support

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Attachment A

(Revised 29 June 1967)

Mission and Functions of the
Information Requirements Staff (IRS)

MISSION

The Information Requirements Staff is the central mechanism for processing, recording, and coordinating the information requirements of the intelligence-producing offices of the Directorates of Intelligence and Science and Technology and for assisting the DDI and the DDS&T in matters related to the collection of information.

FUNCTIONS

The Information Requirements Staff will:

1. Provide the central mechanism for information requirements by:
 - a. Assigning numbers to requirements and recording their contents and disposition for registry and retrieval purposes;
 - b. Notifying analysts of opportunities for acquiring needed information;
 - c. Informing analysts with proposed new requirements about related existing requirements levied by others in CIA and in other agencies;
 - d. Arranging for coordination of requirements among intelligence-producing components with related responsibilities;
 - e. Arranging and fostering, when requested, direct analyst-collector contacts;
 - f. Directing requirements to specific collectors on an all-source basis in accordance with known capabilities;

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g. Assisting analysts to terminate collection requirements which have been filled or are obsolete and to modify existing requirements as necessary;

h. Conducting liaison with information collection requirement units in other agencies; and

i. On request, arranging for analysts to prepare substantive evaluations of reported information.

2. Assist the DDI, the DDS&T and, as appropriate, the DDP by providing staff support for:

a. Formulating CIA positions on collection requirement matters under consideration by USIB committees when no other appropriate mechanism exists;

b. Coordinating collection coverage requirements for multi-purpose collection systems;

c. Producing general collection guides; and

d. Surveying and assessing the over-all effectiveness of the requirements process by maintaining registries, inventories, and other records.

3. Conduct the CIA program for briefing and debriefing of military attaches, embassy personnel, and other U.S. officials who serve abroad.

4. Conduct working-level liaison with other USIB agencies.

The Chief of the Information Requirements Staff will:

1. Participate in the meetings of the Information Requirements Advisory Group (IRAG) and provide staff support to the IRAG as directed.

2. Assist the IRAG and the intelligence-producing offices in developing common standards and procedures to be applied by supervisors for validating analysts' requirements and for monitoring analysts' performance in levying requirements.

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3. Advise the heads of intelligence-producing components about problems related to information requirements and recommend remedial action as appropriate.

4. In accordance with established procedures, receive requests from D/DCI/NIPE for DDI and DDS&T support; recommend to the DDI and the DDS&T appropriate action; and monitor progress in providing such support.

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Attachment B

(Revised 29 June 1967)

Terms of Reference for
The Information Requirements Advisory Group (IRAG)

1. The Information Requirements Advisory Group is established in order to facilitate common action among the intelligence-producing components of the Agency and the IRS on information requirements and to assist Agency operating officials, as appropriate, in developing consistent CIA positions on information gaps, priorities, and requirements policies. Its members are: The Assistant Deputy Director for Intelligence (Chairman), a representative of the Deputy Director for Plans, the Chief, Information Requirements Staff, and the Deputy Director (or his representative) of FMSAC, OBI, OCI, OER, ONE, OSI, and OSR. Representatives of collection and processing activities may be asked by the Chairman to participate in meetings of the Group as appropriate.

2. The general and continuing responsibilities of the IRAG are:

a. To review problems arising out of the information requirements process, both as they relate to the collector-producer relationship and as they involve the responsibilities of office directors and division chiefs;

b. To recommend specific actions or develop programs and procedures to resolve the problems; and

c. To assist in developing guidance to collectors, including evaluating reported information, with the objective of achieving the efficient use of collection resources relative to the needs of producers for intelligence information.

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3. The initial and specific responsibilities of the IRAG are to undertake the planning and to propose the actions necessary to implement various recommendations contained in the IG Survey. These are:

a. To devise practical measures to assist the directors of the member offices and their substantive division chiefs in carrying out their responsibilities for control, validation, and recording of requirements; for communication on needs with collectors; and for periodic audit of office and division performance in the field of information requirements (Recommendations Nos. 24 and 25);

b. To undertake the preparation of collection guides as needed on selected intelligence problems (Recommendation No. 13);

c. To reassess the Current Intelligence Reporting List (CIRL) and recommend appropriate action (Recommendations Nos. 10, 11, and 12); and

d. To develop measures facilitating communication and exchange of information between CIA analysts and CIA collectors (Recommendation No. 7).

If the IRAG concludes that a recommendation, the Survey is not feasible, practical, or desirable, the Chairman will so advise the Deputy Director for Intelligence and the Deputy Director for Science and Technology.

4. Meetings of the IRAG will be held at the initiative of the Chairman or upon the request of any member. Special meetings may be called between the Chairman and selected members on topics of concern only to one of a few offices and which are not of general interest to the IRAG as a whole. The Information Requirements Staff will provide necessary secretariat assistance.

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